

The following steps should be followed for processing fish:

1. If processing at the Filley Street Facility, keep the fan on and the interior doors to the truck well closed.
2. Rinse fillet board, cleaning table and knives with water.
3. Record site information, sample#, species name, length (cms), weight (gms), sex and sample type on the FCMP Data Sheet (Attachment 6).
4. The Fish Collection Assignment Sheet will identify the appropriate recording procedure for lengths and weights for composite samples. Generally, for smaller fish species (smelt, alewife, etc.) including caged fish study samples, a range for the lengths and a total weight for the composite will be adequate. In these cases, the number of fish in the composite should be noted under the comments section of the FCMP Data Sheet. For larger fish species the length and weight of each fish in the composite is generally recorded. Attachment 6 shows an example of the data recorded for each case.
5. The comments section of the FCMP Data Sheet should be used to record the following types of information: collection date (native fish not all collected on the same date and caged fish samples), anomalies such as tumors or lamprey marks, fin clips (see Attachment 7 for fin clip codes), sample identification information for split samples...etc.
6. If instructed to collect scale/spine/otolith samples for aging follow the guidance provided in Attachment 8. This will generally only apply to trend monitoring samples.
7. If fish are to be processed whole proceed to step 10.
8. Starting with the species expected to be least contaminated (i.e. panfish) and working from the smallest to the largest specimen, process according to the Standard Edible Portion list (Attachment 9). Fillet specimen according to the figure in Attachment 10. Staff will be trained on appropriate fillet techniques.
9. Waste materials should be placed in a trash container lined with garbage bags. Thin garbage bags should be tripled, while thicker bags (i.e. garbage disposal bags) don't need to be. Bags should weigh no more than 30 lbs. Waste bags should be placed in the "Guts" freezer at the Filley Street facility unless they can be disposed of properly on-site.
10. Between each fish, the cutting board and knife(s) should be rinsed with water.